

30 July 1982

MEMORANDUM FOR: DDI Officers in the NIC

FROM : H. F. Hutchinson, Jr.  
Vice Chairman, NIC

SUBJECT : Analyst Production Files

1. By now most of you will have seen the new DDI Notice on Performance Appraisal Reports. If you have, you will realize that a keystone in the DDI effort to make PARs more realistic and meaningful is the establishment of the individual Analyst Production File. Each DDI Office is now in the process of implementing this system, which is intended both to give supervisors a measure of each analyst's productivity, growth pace, and analytical accuracy, and to give each analyst the assurance that all of his/her work will be weighed in the annual PAR process.

2. Because Analyst Production Files will be an important element in career management for all DDI analysts, we believe it important for the NIC to make parallel arrangements for those DDI officers temporarily serving here. In this way, those returning to DDI billets following two or three years here need not worry about a gap in their production record that might have an adverse effect on personnel decisions in the DDI affecting them.

3. Elements of the Analyst Production File system that we are therefore establishing in the NIC at this time are as follows:

a. You will be responsible for starting and maintaining your own Production file. Deciding what goes in it and what to leave out should be a matter of your own personal judgment, although those of you who know fairly well what your next DDI assignment is likely to be would be well advised to consult appropriate supervisors in that Office to find out what their criteria for file items might be.

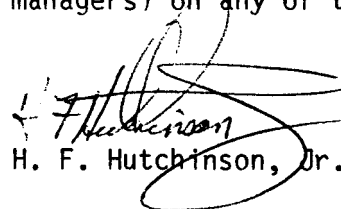
b. You should make it a point to proffer the file to your NIC supervisor at the time your annual PAR and comparative ranking evaluations are normally done. (The only way you are likely to find out when your supervisor is actually beginning the evaluation process, however, is to ask him/her to let you know.)

c. When you leave the NIC and go on to your next assignment (whether in the DDI or not), your Production File should go with you.



4. I realize that those of you who have been here for some time could seem at a slight disadvantage if you have not saved personal copies of all of your past NIC production that you might want to put into your file (but that is probably true of your colleagues in the DDI as well). The important thing is to get into the filing habit now and to build as best you can the file record of your major papers produced since joining the NIC. Let  know if you need help in finding copies of such papers, and please feel free to seek further guidance from us (or DDI managers) on any of this that raises questions in your mind.

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H. F. Hutchinson, Jr.

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